



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

**Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting**

4:00 p.m. Council Chambers – Room 205 February 5, 2004

ORDER OF BUSINESS

ROLL CALL

Present: Commissioners Busse, Hightower, Louie and Brill
Absent: Commissioner Giovannetti

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated January 28, 2004 listing complaints about hiring issues and a summary of hiring activity for the period July 6, 2003 through January 17, 2004, was filed.
 - b. Correspondence from the families of Sweeney, Davis, Frasier and Hackworth dated December 15, 2003 recommending Tom Borup for appointment to the newly established Civil Service position of San José Family Camp Manager, was filed.

CONSENT CALENDAR (Cont.)

2. Minutes of November 6, 2003 and December 4, 2003 were approved.
3. Employee Services Report dated January 28, 2004 listing the following amendments to the classification plan, was filed.
 - a. New Class Specifications
 - 1) Airport Equipment Mechanic (3246)
 - 2) Sr. Airport Equipment Mechanic (3247)
 - 3) Administrative Manager (1610)
 - b. Revisions of Class Specifications
 - 1) Sr. Investigator Collector (1274)
 - 2) Administrative Officer (1646)

END OF CONSENT CALENDAR

4. Hearings scheduled:
None.
5. Amendment to C.S. Resolution #136 setting one-year probationary periods for various classifications. (Employee Services) **Resolution #137 was unanimously adopted establishing one-year probationary periods for various classifications that also reflect the deletion of two obsolete classes and the addition of one part-time equivalent for a full-time classification previously covered by resolution and thereby amending Resolution #136.**
6. Monthly verbal report of the Employment Oversight Committee (EOC). **The Employee Services Deputy Director reported: 1) the EOC will be holding bi-monthly meetings from this point forward based on their confidence in the current hiring processes and current hiring freeze; 2) the EOC will continue regular audits for compliance by the department's hiring managers; and 3) the newly created Family Camp Manager Civil Service position is at the finalists interview stage of the process and the current contracted Family Camp manager is in that group of finalists.**

ORAL PETITIONS

None.

ADJOURNED at 4:34 p.m.